



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

PROGRAM ANNOUNCEMENT

October 12, 2006

Experienced District Court Probation Officers Seminar

**December 6-7, 2006
Michigan Hall of Justice
Lansing, Michigan**

PROGRAM DESCRIPTION

The Michigan Judicial Institute (MJJI) is pleased to offer a one-and-a-half day seminar targeting the needs of experienced district court probation officers. The goal of the seminar is to enhance participant's knowledge of their role and function within the district court.

PROGRAM LOGISTICS

The seminar will be held from 1:00 to 5:00 p.m. on Wednesday, December 6, and from 9:00 a.m. to 4:00 p.m. on Thursday, December 7.

Program topics will include:

- Statutory Update
- Advanced Personal Safety Issues
- Probation Officer Ethics
- An Introduction to Mental Health Issues
- Problem Gambling
- Immigration Issues

PRE-REGISTRATION PROCEDURES

Individuals interested in attending this program must complete the attached application form (*form may be duplicated*). Please return the attached form by mailing/faxing it as indicated below. In the event that registration exceeds capacity, we ask that you prioritize staff attendance. Applications must be **received by MJJI no later than Friday, November 3, 2006.**

OVER PLEASE ►

LODGING AND MEALS POLICY

Double-occupancy lodging, assigned by MJJ, will be provided on Wednesday, December 6 only, for any participant whose office is located more than 65 miles from the Michigan Hall of Justice. If a single room is requested, the participant is responsible for the additional lodging room cost. Please make the appropriate lodging request on the attached application form.

Facility space constraints do not allow MJJ to make any arrangements for lodging of spouses, family or friends of seminar participants. If your office is within a 65 mile radius from the Michigan Hall of Justice, but you wish to lodge and are willing to pay your own lodging costs, you may contact the Country Inn & Suites directly at (517) 827-7000. Let them know you are attending an MJJ seminar and they may allow you to lodge at the MJJ rate of \$65.00 per night single or double-occupancy, plus applicable taxes.

All seminar participants will be provided beverages on both days of the seminar, and a complimentary group luncheon on the second day of the seminar. All other meals and incidental expenditures, including mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental funding unit.

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached application form.

CONTINUING EDUCATION CREDIT

The Michigan Judicial Institute expects that this seminar will qualify for 9.5 hours towards ARMS/CAC/CJP required continuing education hours

CONFIRMATION

Applicants selected for attendance will be mailed individual confirmation letters and other pertinent information immediately following the close of registration. If you apply for this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact MJJ.

QUESTIONS

If you have questions concerning the program or the application process, please call Peter Stathakis, Program Manager at (517) 373-7607, or Anne DeMarco, Program Assistant, at (517) 373-7349.

APPLICATION DEADLINE
Friday, November 3, 2006

APPLICATION FORM

Michigan Judicial Institute

Experienced District Court Probation Officers Seminar

**December 6-7, 2006
Michigan Hall of Justice
Lansing, Michigan**

Note: Each participant must complete a separate application form.

(Mr.)
NAME: (Ms.) _____
Please Print Or Type

TITLE: _____

COURT: _____

COURT ADDRESS: _____

_____ ZIP CODE: _____

TELEPHONE: (____) _____ E-MAIL _____

How Long Have You Been A Court Employee? _____ Yrs. _____ Mos.

Are You A Full-Time Paid District Court Probation Officer? _____ Yes _____ No

If No, Please Explain The Nature Of Your Position: _____

LODGING SPECIFICATIONS

Double-occupancy lodging assigned by MJJ is available for eligible participants. If a single-occupancy room is requested, the participant is responsible for the additional room cost. Please indicate your lodging requirements below. Your office must be more than **65 miles** from the Michigan Hall of Justice to qualify for lodging.

Lodging Nights Requested:

☐ I will **not** require lodging.

☐ I **will** require lodging for Wednesday,
December 6, 2006.

Over Please ►

Occupancy Preference:

- ☐ Single-Occupancy (Participant pays the difference in room rate, which is approximately \$32.50 per night, plus applicable taxes.)
- ☐ Double-Occupancy (MJI pays and assigns a roommate.)

I am a: ☐ Smoker ☐ Non-Smoker

Preferred Roommate: _____

Please list below any special accommodations, due to a disability, that you will require during your stay:

Lodging Cancellation:

MJI arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Anne DeMarco at the Michigan Judicial Institute, (517) 373-7349. All cancellations after 1:00 p.m. on Wednesday December 6, 2006, must be made directly with the Country Inn & Suites (517) 827-7000. If your reservation is not canceled, **YOU** will be billed the cost of the room.

Required Signatures:

Applicant

Date

Chief Judge, Ct. Administrator or Supervisor

Date

Please mail or fax completed application form to:

**Ms. Anne DeMarco
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
(517) 373-7615**

Please make a copy of this application form for your records.
If you apply for this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact MJI.

**Application Deadline
Friday, November 3, 2006**